



Sustainable Jersey Certification Report

This is the Sustainable Jersey Certification Report of Hillsborough Twp, a Sustainable Jersey silver certified applicant.

Hillsborough Twp was certified on September 17, 2024 with 830 points. Listed below is information regarding Hillsborough Twp's Sustainable Jersey efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey contact for Hillsborough Twp is:

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Actions Implemented

Each approved action and supporting documentation for which Hillsborough Twp was approved for in 2024 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

Arts & Creative Culture

Establish a Creative Team

10 Points

Program Summary: Hillsborough Township has prioritized in organizing a group of individuals to designate as the town's Creative Team. These individuals will lead the way to incorporate art and sustainability in our diverse community. The team's purpose will be to enrich and enhance our neighborhoods by fostering meaningful connections between creative sectors within our

community and its contributions to its future. We intend to be a vehicle through which creativity may emerge in all areas needed to encourage the development of the arts in Hillsborough. The Hillsborough Creative Team looks to identify, evaluate, and improve upon the Township's current cultural and artistic assets. The arts provide a place to congregate and are inclusive for all. A community's quality of life is substantially affected by the presence, accessibility, and respect of the arts. Creativity in our community creates a place that is vibrant and inspiring. It impacts economic growth and development in regards to tourism, businesses, and investments. The diversity in the backgrounds and fields of the team will create a cohesive plan.

PDF: [7_18_2023 SUST. MINUTES \(1\).PDF](#)

PDF: [CREATIVE TEAM REPORT \(1\).PDF](#)

Utilizing Your Creative Assets

20 Points

Program Summary: As Hillsborough is currently preparing the update of our Master Plan, we created opportunities for artists to place designs on municipal-owned land and structures in the township. The town funded or provided all materials needed. At Ann Van Middlesworth Park, a mural was painted at the skate park in honor of a prominent member of the skating community who passed away, and sidewalk panels were painted to bring color and fun to mundane, bland parts of the park. At the Mike Merdinger Trail and former police station, a mural was painted onto the back of the building, which used to be worn down and covered in foliage. The Township's Recreation Department offers activities and programs throughout the year, including those regarding the arts and creativities. The Department prioritizes Hillsborough artists, businesses, and organizations first, and allows them to set the class up as they would like. The instructor receives 80% of the revenue generated by the class, and the Recreation Department takes 20%. This process enables Hillsborough artists and other creative groups to generate revenue for their services, and gain valuable connections through their attendees to further their work. We look forward to including other methods and policies to better support creative culture in our community into the Master Plan update.

PDF: [UTILIZING YOUR CREATIVE ASSETS DOCUMENTATION.PDF](#)

Brownfields

Brownfields Inventory & Prioritization

10 Points

Program Summary: The Hillsborough Township Planning & Zoning Department has partnered with the Economic & Business Development Department on updating this action. The Township now has a GIS specialist who has created the map. The Economic & Business Development Department serves as the catalyst for the Economic & Business Development Commission for identifying land appropriate for commercial development. Creating the inventory is the first step in order to be proactive when identifying potential redevelopment opportunities.

EXCEL: [BROWNFIELDS INVENTORY & PRIORITIZATION DOCUMENTATION - INVENTORY](#)

PDF: [BROWNFIELDS INVENTORY & PRIORITIZATION DOCUMENTATION - CHECKLIST](#)

EXCEL: [BROWNFIELDS INVENTORY & PRIORITIZATION DOCUMENTATION - ORIGINAL DATA FROM NJ DEP](#)

PDF: [2023 BROWNFIELDS INVENTORY CHECKLIST](#)

PDF: [2023 BROWNFIELDS INVENTORY MAP](#)

PDF: [2023 BROWNFIELDS INVENTORY SHEET](#)

Community Partnership & Outreach

Green Team

10 Points

 Bronze Required

Program Summary: The Sustainable Hillsborough Steering Committee was formed and a resolution was approved by the Township Committee in 2007 and re-affirmed in 2013. Please see the updated attached list of members along with our 2022 letter of support. In the 2023, nine meetings were held. Sustainable Hillsborough has worked on a number of initiatives such as the continued maintenance of the Sustainable Hillsborough website, development of ordinances, proclamations, and resolutions, Local Health Assessment, planning for Sustainable Jersey Municipal Certification Program, and the annual Green Living & Wellness Fair. See report for full list of 2023 activities and anticipated 2024 activities.

PDF: [CREATE GREEN TEAM DOCUMENTATION](#)

PDF: [2024 GREEN TEAM SUBMISSION - 2023 ROSTER AND SCHEDULE](#)

PDF: [2023 SUSTAINABLE HILLSBOROUGH STEERING COMMISSION ACTIVITIES REPORT](#)

PDF: [2024 - GREEN TEAM LETTER OF SUPPORT](#)

Community Education & Outreach

10 Points

Program Summary: The Recreation Dept. organized a scavenger hunt to educate the community on emergency preparedness. They had over 200 participants. Each clue had information on being prepared for emergencies. The program was so successful they won an award from the New Jersey Parks & Recreation Assoc. for their promotional video: <https://www.youtube.com/watch?v=5pHAa0alqhw&t=51s> Deputy Mayor Britting visited over 100 students at Auten Road Intermediate School to discuss the ways that young people can get involved in the policy-making processes mitigating climate changes, and discuss the ongoing sustainability-related projects in the Township. The students are currently in a Social Studies unit on climate change, and they are creating an action plan that addresses issues related to climate change in the community. See attached outline for the topics covered and the goals of the talk.

PDF: [COMM. EDUCATION & OUTREACH CHECKLIST - SCAVENGER HUNT](#)

PDF: [COMM. EDUCATION & OUTREACH - SCAVENGER HUNT INFORMATION](#)

PDF: [DEPUTY MAYOR TALK AT ARIS - TEACHER'S OUTLINE](#)

PDF: [COMM. EDUCATION & OUTREACH CHECKLIST - DEPUTY MAYOR SPEECH](#)

PDF: [COMM. EDUCATION & OUTREACH DEPUTY MAYOR SPEECH INFO](#)

Green Challenges

10 Points

Program Summary: For the month of April 2022, Hillsborough Township competed in the Wyland Foundation National Mayor's Campaign for Water Conservation. A digital and in-person outreach and education was initiated to spread awareness about the importance to conserve water. An intern from the high school created a guide for residents on how to take the pledge. Hillsborough Twp sent the link out to take the pledge in multiple Mayor's E-Newsletters and the Facebook page posted the link several times. This effort included a green challenge component where 1,412 (3.2%) pledges were made, exceeding the 2.5% of the population requirement.

PDF: [GREEN CHALLENGES - INTERN HOW-TO](#)

PDF: [2022 WATER CONSERVATION CHALLENGE NEWS RELEASE.PDF](#)

IMAGE: [2022 WATER CHALLENGE FB POST.PNG](#)

IMAGE: [2022 WATER CHALLENGE RESULTS.PNG](#)

Green Fair

10 Points

Program Summary: Hillsborough brought back our annual Green Living & Wellness Fair in-person for the first time since before the pandemic began. It was held Saturday, June 3rd, from 8-11AM at the Township Municipal Building. The GLWF is held in tandem with the YMCA's annual Hillsborough Hop, a 5K race that ends at the Municipal Building. We had over 40 vendors in the health, sustainability, fitness, and related fields. Prior to the event, when vendors were filling out online registration forms, there were questions regarding the aspects of their displays/giveaways that would be sustainable, and encouraging them to use sustainable methods to engage the public. Many that did giveaways revolved around sustainable products/education, such as tote bags, reusable water bottles, pollinator-friendly plant seeds, etc. Attendees were educated on topics such as the effects of runoff into bodies of water, mental health, flood safety, tick safety, pollinators, procedures during house fires, and more.

PDF: [2023 HOLD A GREEN FAIR DOCUMENTS](#)

PDF: [2023 HOLD A GREEN FAIR QUALITATIVE ASSESSMENT](#)

Diversity & Equity

Community Equity & Diversity Profile

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Community Equity and Diversity Profile was developed by Hillsborough Clerk's Office and Planning & Zoning. It was drafted using Census data, and the purpose was to create a singular profile with the demographics of the Township, specifically regarding qualities that may make a person or persons more vulnerable/marginalized in the community (i.e. race, socio-economic status, age, ability, etc.) In the Communications Worksheet, we identified 5 population groups that would be considered marginalized/vulnerable. These groups need to be reached in unique ways so they can obtain services and programs that they may need. For example, seniors prefer information delivered physically (flyers, brochures, etc.) or by word-of-mouth. Those who speak a language other than English require information in different languages. It is crucial that the Township understand and address the needs of those who are most vulnerable in the community, and get them the information many heavily rely on to feel safe, healthy, and a part of the community. Maps are included in Worksheet 1. The presentation was done on May 14. The link to the presentation at the meeting is here: <https://www.youtube.com/watch?v=tdobXJPrCbg&t=3206s>. It starts at 53:26. Attached is a PDF of the slideshow presentation.

PDF: [COMMUNITY EQUITY & DIVERSITY PROFILE - WORKSHEET 2: COMMUNICATIONS NETWORKS](#)

PDF: [COMMUNITY EQUITY & DIVERSITY PROFILE - WORKSHEET 1 WITH MAPS](#)

PDF: [COMMUNITY EQUITY & DIVERSITY PROFILE REPORT](#)

PDF: [COMMUNITY EQUITY & DIVERSITY PROFILE PRESENTATION.PDF](#)

Lead Education & Outreach Programs

5 Points

Program Summary: The Hillsborough Twp. Economic & Business Development Office hosted a job fair in February of 2023, with over 30 hiring businesses and 100 jobseekers attending. At the event, the Twp. Health Dept. had a table, as well as visited each business's table to discuss many topics, but most importantly, lead. Their display had a variety of resources from the NJ Dept. of Health. They dispersed these to businesses, as well as utilized knowledge of their business's practices to educate them on their potential exposure to lead. Two daycares in attendance, Just4Kidz Academy and Primrose School, were given examples of contamination that can be found in their schools, specifically on toys and other materials given to their students. A carpentry and remodeling business, CWP Carpentry, discussed the presence of lead in their paint and metal tools. The Twp. also maintains a regularly updated section on the Health dept. website for lead. There are informational graphics, links, and laws/requirements for lead. Many of the outreach efforts done by the Health dept. have seen an increase in site visits and clicks.

PDF: [LEAD ED. & OUTREACH - CHECKLIST AND SUPPORTING DOCS.](#)

PDF: [LEAD ED. & OUTREACH ONLINE/PRINT CHECKLIST AND DOCS.](#)

Emergency Management

Emergency Communications Planning

15 Points

Program Summary: The Communication plan was last updated and certified in 2021. The emergency notification system is utilized and advertised on a regular basis at every Township Committee meeting, on the Township Facebook page, and on the Township website. The plan is currently being updated for 2025. The ECP includes all the communication channels listed, but will be updated to remove the inclusion of TV29 as it is no longer operational. The Township Clerk, Deputy Clerk, and other Township employees are able to access and update the website from anywhere as it is a program with a secure login. The OEM determines the emergency as they occur and relays that to the Clerk's Office, who then updates the website immediately as alerts are given to them. The Clerk's Office also monitors and updates all Township social media/outreach channels with the alerts.

PDF: [EMERGENCY COMMUNICATIONS PLANNING PROMOTION EXAMPLES](#)

PDF: [2024 EMERGENCY COMMUNICATIONS PLANNING CHECKLIST - UPDATED WITH NOTES ON ECP COMMUNICATION CHANNELS AND UPDATE PROCESSES](#)

Vulnerable Populations Identification for Emergencies

10 Points

Program Summary: Hillsborough Township began its Register Ready Program in 2014. Since then, the effort has been coordinated between the Hillsborough OEM and Hillsborough Administration through its communications. OEM also works closely with Social Services who has access to the two Senior Chapters, Senior bus rider, and food pantry clients. The Hillsborough OEM Director and OEM Deputy Director keep the stakeholder list updated and do outreach drives twice a year, once before Hurricane season and once before the winter storm season. The Health Department and Social Services assist with updating stakeholders not on the list of any emergencies, etc. As of October 10, 2022, there are 107 residents registered and three facilities.

PDF: [VULNERABLE POPULATIONS IDENTIFICATION FOR EMERGENCIES DOCUMENTATION](#)

PDF: [VULNERABLE POPULATIONS IDENTIFICATION FOR EMERGENCIES - PRESS RELEASE](#)

PDF: [VULNERABLE POPULATIONS IDENTIFICATION FOR EMERGENCIES CHECKLIST](#)

PDF: [UPDATED VULNERABLE POPULATIONS IDENTIFICATION FOR EMERGENCIES CHECKLIST](#)

PDF: [VULNERABLE POPULATIONS IDENTIF. FOR EMERGENCIES PROMOTIONS](#)

Energy

Energy Efficiency for Municipal Facilities

5 Points

 Bronze Priority  Silver Priority

Program Summary: Hillsborough's Energy Service Company conducted Energy Savings Improvement Plan & Investment Grade Audit in 2011 through a grant (attached for more context). The Township moved forward and implemented parts of the plan. Since then, in 2022 the Township's Local Government Energy Audit was conducted for both of Hillsborough's main facilities which includes all of the Township's services, the Peter J. Biondi Building as part of the Hillsborough Municipal Complex and the Hillsborough Department of Public Works. The first energy upgrade was the new lighting replacing the outdated lighting was installed in the

Township's main Conference Room. The next phase planned is to implement other parts of the plan.

PDF: [IMPROVEMENT PLAN PRESS RELEASE](#)

PDF: [IMPROVEMENT PLAN INFORMATION](#)

PDF: [PETER BIONDI MUNICIPAL BUILDING ENERGY AUDIT](#)

PDF: [PUBLIC WORKS BUILDING ENERGY AUDIT](#)

Wind Ordinance

10 Points

Program Summary: Hillsborough was one of the first municipalities in New Jersey to adopt a version of the New Jersey Small Wind Model Ordinance created by the New Jersey Wind Working Group. (<http://www.njcleanenergy.com>) In 2007 an informal working group, including the Township Planner was formulated by Hillsborough Township to create a small wind system ordinance. On December 26, 2007, the Township Committee adopted Ord. 2007-42 to allow small wind energy systems to generate renewable power in the agricultural, mountain conservation, commercial development, and cultural landscape zones. In 2009, the Township Committee amended the ordinance by approving Ord. 2009-19, allowing vertical wind turbine technology.

PDF: [WIND ORD FILE 1](#)

PDF: [WIND ORD FILE 2](#)

PDF: [WIND ORD FILE 3](#)

Public Electric Vehicle Charging Infrastructure

15 Points

Program Summary: Through the "It Pay\$ to Plug In Electric Vehicle Charging Grants Program" administered by the NJDEP, Hillsborough Township was awarded a grant of \$8,000 to install an electric vehicle charging station. Having been unveiled on August 8th, 2022 it is the first public charger on public property, and is located at the Township Municipal Building. The two-port, Level 2 EV charging station by ChargePoint is located at the front (main) parking lot at the Municipal Complex that is marked exclusively for that purpose. The rate for charging electric vehicles at the Municipal Building is \$1.50 per hour for the first three hours, and \$5 per hour for additional hours. The Township selected a vendor through State Contract. Additionally, to keep costs down, the Township utilized the closest electricity to the parking spots from the public right-of-way and did most of the work through its own Public Works Department. The Township hopes that with this first EV charging station on public property in Hillsborough, it will assist electric vehicle owners in their travels and encourage more drivers to invest in energy-efficient vehicles.

PDF: [EV E-NEWS](#)

PDF: [EV LETTER](#)

Make Your Town Electric Vehicle Friendly

15 Points

Program Summary: Hillsborough adopted an ordinance in June of 2024 aimed to support the State's goals for reducing air pollutants and greenhouse gas emissions from gas-powered vehicles by encouraging greater ownership and use of electric vehicles. This ordinance (2024-09) amends Chapter 188 "Land Use and Development", Article 1, Section 188-3, and Section 188-68 of the Township code: <https://ecode360.com/HI0602/laws/LF2073221.pdf>. Our Fire Safety Office has done extensive training on potential hazards posed by electric vehicles and chargers. Additionally, our Chief Fire Marshal is a licensed instructor who teaches fire safety courses on topics such as electric vehicle infrastructure. Example courses are attached. A simplified document explaining the permit and inspection processes for the Building and Planning & Zoning Offices is available on their respective pages on the municipal website: <https://hillsborough-nj.org/planning-zoning/310-resources-and-links> and <https://hillsborough-nj.org/government/documents/department-documents/construction?limit=20&limitstart=20>

PDF: [MAKE YOUR TOWN ELECTRIC VEHICLE FRIENDLY - SIGNED ORDINANCE 2024-09](#)

PDF: [FIRE SAFETY EV EMERGENCY TRAINING 1](#)

PDF: [FIRE SAFETY EV EMERGENCY TRAINING 2](#)

PDF: [BUILDING DEPARTMENT HANDOUT FOR RESIDENTS RE: ELECTRIC CHARGERS](#)

PDF: [ELECTRIC VEHICLE CHARGER PERMITTING AND INSPECTION PROCESS - BUILDING AND PLANNING & ZONING](#)

Food

Farmland Preservation Plans

10 Points

Program Summary: Hillsborough Township adopted its farmland preservation plan in 2009. The plan was prepared in accordance with State Agriculture Development Committee guidelines. To date, 3,341.17 acres of farmland have been preserved in Hillsborough. This includes over 1,000 acres in the 3 PIG areas designated by the SADC in Hillsborough. The Hillsborough Agricultural Committee also works closely with the Open Space Advisory Committee.

PDF: [FARMLAND PRESERVATION PLAN FIL](#)

PDF: [FARMLAND PRESERVATION PLANS - 2023 PROGRESS REPORT](#)

PDF: [TC RESOLUTION - DRENCHKO](#)

Community Food Pantry/Bank & Soup Kitchen

15 Points

Program Summary: The award-winning Hillsborough Township Community Assistance Network (C.A.N.) is a municipality-operated food assistance program. It is administered by the Hillsborough Township Social Services Department at the Township municipal building. C.A.N. provides non-perishable groceries and toiletries for free to families in need on a regular basis, and other yearly events like large-scale food distributions and school supply drives. The program also supports

residents in need after weather-related events such as flooding and power outages, and emergency situations such as house fires. C.A.N. holds programs to educate residents on the importance of healthy eating and other related topics. The department coordinates volunteers to assist with programs for residents, and through their combined efforts, in 2022 the Township was able to provide assistance to 66 families, and service 749 residents through appointments. They also held 21 outreach events, and three special event food distributions. Hillsborough Township provides free bus services to residents 60 years and older to the Municipal Building, where the Social Services department is located. Here, they can access their services like those offered by C.A.N. C.A.N. continues to provide services and other outreach programs for Hillsborough residents year-round. The Township advertises Somerset County Food Banks / Pantries / Soup Kitchens for Residents on the website: <https://www.hillsborough-nj.org/departments/social-services>

PDF: [FOOD PANTRY DOCUMENTATION](#)

IMAGE: [DISTRIBUTION FLYER 1](#)

PDF: [DISTRIBUTION FLYER 2](#)

PDF: [2023 RESUBMISSION STATEMENT - FOOD BANK](#)

Community Gardens

20 Points

Program Summary: The Hillsborough Community Garden is located at the Hillsborough Township Municipal Complex. The garden was originally constructed many years ago with funds from the Somerset County Agricultural Development Board, however, they became vacant after a few years. Thanks to a Sustainable Jersey and PSE&G grant for \$2,000, the Township's Social Services Department was able to refurbish the raised planters and utilize the funds to purchase seeds, soil, gardening tools, and other related items. Girl Scout Troop 61096 and our local garden club, the Neshanic Garden Club, partnered with the Township. The garden club educated the girl scouts on planting, soil types, and more. It was also a great opportunity for bringing together people of multiple generations for a fun, educational, and impactful project. All cultivated crops are donated to the Hillsborough Community Assistance Network who supply residents in need of fresh vegetables. When harvest is nearing, the Social Services department put out a survey in both English and Spanish to their food pantry clients to see what fresh vegetables and herbs they would like, so volunteers do not over-pick and waste anything grown. Food pantry clients get access to healthy, fresh food that they may not traditionally have access to. The seedlings were planted in "peat pots" made out of old newspaper to lessen the environmental impact on the produce and those consuming it. Newspaper is biodegradable and naturally broke down once planted to help fertilize the crops. There are never harmful pesticides or fertilizers used or even purchased. These practices follow the Township's "Green Grounds and Maintenance Policy" (which is submitted and approved through Sustainable Jersey) in only using safe gardening/landscaping practices.

PDF: [COMMUNITY GARDEN GRANT PRESENTATION](#)

PDF: [LETTER FROM C.A.N. DIRECTOR ON COMMUNITY GARDEN DONATIONS](#)

PDF: [DISTRIBUTED PRODUCE WASHING TIPS](#)

PDF: [COMMUNITY GARDEN SUBMISSION QUESTIONNAIRE](#)

PDF: [GREEN GROUNDS AND MAINTENANCE POLICY](#)

Buy Fresh Buy Local Programs

10 Points

Program Summary: Hillsborough's Buy Fresh Buy Local program called Hillsborough Harvest was created in 2019 by the Business Advocate & Sustainability Office collaborating with Administration, Hillsborough Agricultural Advisory Committee, and the Hillsborough Economic & Business Development Commission. Hillsborough Harvest is a campaign promoting the value of Hillsborough farms and local products. This program including the marketing was all created in house. Participating farms are featured on the Hillsborough Harvest page on hillsborough-nj.org/hillsborough-harvest and linked on www.hillsboroughbusiness.org, where they can advertise their local products and events for free. Residents and Visitors have a single source to find Hillsborough Farm Stands, Farmers Market, Community Supported Agriculture. The program is advertised on an ongoing basis. Our Hillsborough Business Association Facebook page also reshares and promotes agricultural businesses and their products.

PDF: [BUY FRESH BUY LOCAL PROGRAMS DOCUMENTATION - FRAMEWORK](#)

PDF: [2024 BUY FRESH BUY LOCAL RESUBMISSION DOCUMENTS - PROMOTIONS AND MARKETING](#)

Farmers Markets

10 Points

Program Summary: Hillsborough is a collaborative partner Duke Farms Farmers Market located in Hillsborough. The Market was created in 2014 simply to provide the community with an opportunity to purchase wholesome food and goods while promoting local farming and sustainable businesses. What began with a handful of vendors has now grown into a thriving destination market with over 30 farmers and artisanal businesses making Duke Farms the largest weekly market in Somerset County. The 2022 Season runs from May 2-Dec 5, Sundays 10am-2pm. In addition to regularly promoting of the market, Hillsborough Township supports provided the following support in 2022: assisting in identifying and vetting potential vendors, establishing a Hillsborough Community Tent featuring education and outreach of Township sustainable initiatives, guiding COVID-19 safety protocols and practices to ensure public safety, and aiding Duke Farms' market in achieving #1 in NJ and Top 15 nationally in the American Farmland Trust 2022 Farmer's Market Celebration Competition.

PDF: [FARMERS MARKET PARTNER LETTER](#)

PDF: [PROMOTION EXAMPLE](#)

PDF: [DUKE FARMS - HILLSBOROUGH TOWNSHIP LETTER OF SUPPORT - 2023.PDF](#)

HTML: [GMAIL - MAYOR'S ENEWSLETTER ISSUE 2022-19_WEDNESDAY, MAY 11, 2022.HTML](#)

Green Design

Green Building Policy/Resolution

5 Points

Program Summary: The Hillsborough Township Committee passed a resolution endorsing the

adoption of green building practices for civic, commercial and residential buildings on July 18, 2023. Subsequently, the resolution was distributed to all departments. The policy will be incorporated into the Township's Master Plan update process.

PDF: [GREEN BUILDING POLICY RESOLUTION](#)

PDF: [GREEN BUILDING POLICY MEMO](#)

Green Building Training

5 Points

Program Summary: The Hillsborough Township Planning Department has two staff members who regularly interact with builders and developers who have achieved a Track Certificate for Understanding LEED Neighborhood Development from Planetizen Courses, a paid subscription based training program. The Track is comprised of five courses: Greening the Neighborhood: An Introduction to LEED-ND (51 mins), Greening the Neighborhood: Accelerating Sustainability with LEED-ND (52 mins), Greening the Neighborhood: LEED-ND Core Concepts (29 mins), Greening the Neighbor: LEED-ND Metrics (65 mins), and Greening the Neighborhood: LEED-ND Globally and v.4 Update (51 mins). The courses expanded the staff's knowledge on the topic and will assist in the development of the Township's Master Plan update. The Department will look to expand training to other key staff members.

PDF: [COURSE DESCRIPTION & OUTLINE](#)

PDF: [SUSTAINABLE JERSEY REVIEWER INITIAL COURSE VERIFICATION](#)

PDF: [CERTIFICATES OF COMPLETION](#)

PDF: [UNDERSTANDING LEED DEVELOPMENT - JOCELYNE BELLO CERTIFICATE.PDF](#)

Create a Green Development Checklist

10 Points

Program Summary: The Hillsborough Township Committee approved the creation of a Green Development Checklist via Ordinance 2024-08. While completion of the checklist by applicants is mandatory, the items themselves are not a condition of approval. It is the hope of the Township that by requiring the checklist, it will create a dialogue with applicants, professionals, etc. and encourage them to implement sustainable and green design strategies on present and future applications/projects.

PDF: [SIGNED GREEN DEVELOPMENT CHECKLIST ORDINANCE 2024-08](#)

PDF: [FINAL GREEN DEVELOPMENT CHECKLIST 2024](#)

Health & Wellness

Anti-Idling Education & Enforcement Program

10 Points

Program Summary: Hillsborough Township passed an anti-idling resolution at the March 2023 Township Committee meeting. It outlines the policy in regard to fines, municipal vehicle inspections, and supporting education on anti-idling. The map labels the priority locations for anti-idling signs. Most are the front entrances of schools, where parents and buses frequently idle while waiting to pick up students. Others are at convenience stores, where patrons frequently leave their car running while entering the business, and the Municipal Building. To educate the public on idling, graphics and information were presented at several Township Committee meetings, featured in our Mayor's eNewsletter, and placed as permanent sections on our Sustainable Hillsborough website. The public asked meaningful questions at TC meetings on who will enforce the rule and others expressed to our staff here that they'd never even heard of the anti-idling law before. It is the hope that this will continue to engage the public in dialogue on the harm of idling for any period of time.

PDF: [ANTI-IDLING RESOLUTION - SIGNED/SEALED 2023](#)

PDF: [ANTI-IDLING PHOTOS - AUTEN ROAD, HES, WAWA](#)

PDF: [ANTI-IDLING ACTION- GRAPHICS AND MAP](#)

PDF: [SJ 2023 ANTI-IDLING PHOTOS.PDF](#)

Best Practices for Local Boards of Health

10 Points

Program Summary: The Board of Health is the primary policy making, rule-making, and adjudicatory body for the health department and is charged to protect and promote the public health of Hillsborough Township residents. The responsibilities of the Board of Health can be divided into 3 categories: Administration, Advocacy, and Policy Development.
<https://www.hillsborough-nj.org/boards/board-of-health> Board of Health enabling legislation:
<https://ecode360.com/print/HI0602?guid=10251635&children=true> The BOH members view the "Orientation" presentation each year. The BOH held their information session at the November 2023 meeting. Minutes attached detailing that, and also as minutes from one of the last two meetings. It was also presented at the November 28th Township Committee meeting.

PDF: [BOARD OF HEALTH ORIENTATION DOCUMENTATION](#)

PDF: [BOH MEMBER TRAININGS](#)

POWERPOINT: [BOH SUMMARY REPORT - NOVEMBER 2023](#)

PDF: [BOH NOVEMBER AND DECEMBER 2023 MEETING MINUTES](#)

PDF: [BOARD OF HEALTH MEMBER LIST](#)

PDF: [BOH TRAININGS - CONFIRMATION LETTER FROM CHAIR](#)

Building Healthier Communities

25 Points

Program Summary: Hillsborough Township, first joined the Mayors Wellness Campaign in 2006, pledging to increase awareness about healthy living. Since then, Hillsborough's Mayors Wellness Campaign has been active in the community being designated as a New Jersey Healthy Town by

the New Jersey Health Care Quality Institute in 2010, 2019, 2020, 2021, 2022, and 2023. The Township offers a variety of Recreation programs for youth and adults, and the senior exercise program (Enhanced Fitness is a research-based, results-oriented older adult fitness program we contract through the Hillsborough YMCA). The Township also promotes active older adults living with the Senior Chapters and the Rockettes, a senior performance dance club. As a result of key initiatives such as community health screenings and the focus on benefits of incorporating walking into a healthy lifestyle, Hillsborough was also named a 2019 Healthy Town Up-and-Coming, a 2020, and 2021 Healthy Town To Watch in the Mayors Wellness Campaign. Hillsborough Township was also recognized as a 2019, 2021, and 2023 Healthier Somerset Workplace Recipient. NOTE: The Health Care Quality Institute advised we did not have to submit the application as it does not state we were approved.

PDF: [2023 HEALTHY TOWN DESIGNATION PRESS RELEASE - HILLSBOROUGH ON PAGE 7](#)

PDF: [2023 MAYORS WELLNESS INITIATIVE - FULL APPLICATION](#)

Integrating Health Into Municipal Decision Making

25 Points

Program Summary: Staff from Planning & Zoning, Health, Sustainability, as well as a member of the Township Committee took the Health in All Policies course provided by Rutgers University in February 2023. The group then filled out the Internal Procedures sheet. Those who took the course were designated as the Health in All Policies task force, in collaboration with other departments as needed. Using what was analyzed in the worksheet, the task force created a presentation report with definitions, recommendations, and next steps that was distributed to the Planning & Zoning, Health, and Administration departments to be dispersed to their related boards, committees, etc. Moving forward, we'll be looking into the "Policies" analyzation from the worksheets.

PDF: [HEALTH IN ALL POLICIES RESOLUTION](#)

PDF: [HIAP TASK FORCE REPORT](#)

PDF: [HIAP CHECKLIST](#)

PDF: [INTEGRATING HEALTH ACTION QUESTIONNAIRE AND MEMO](#)

PDF: [HIAP TRAINING CERTIFICATES](#)

Local Health Assessment & Action Plan

40 Points

Program Summary: The Hillsborough Health Collaborative, made up of Township staff, community members, business owners, etc. (see document of membership), began the process of a local health assessment in 2023 with the release of the questionnaire regarding the state of health in the Township. The survey template from SJ was utilized. Information was distributed via digital newsletters, Facebook pages, flyers throughout the Municipal building, etc. (see documents for distribution locations.) 10 focus groups and 12 interviews with a variety of parties took place to coincide with the assessment. The survey was available virtually, in Spanish, or on paper. Any outreach, interview, focus group, etc. was done during the time/place that was most convenient for that population/group to make it more accessible. See LHA worksheet for more info. We received 467 responses to the survey and had 83 participants in interviews/focus groups. Responses in the survey, focus groups, and interviews revealed the top concerns of community

members being mental health, transportation/infrastructure, communications, and community engagement/involvement. The information from this assessment is invaluable as the Township reexamines its Master Plan. Other related Sustainable Jersey actions (Integrating Health into Municipal Decision Making) are tied in with this to flesh out how the Municipality operates and resources are allocated. The Action Plan based on the findings of the assessment is being finalized with ways to address the concerns raised in the responses to the survey. UPDATE FOR JULY 31ST SUBMISSION: The Action Plan was approved at the July 16th Township Committee meeting. Resolution is attached. You can view the presentation given by our Health Collaborative at the TC meeting here: https://www.youtube.com/live/7mdwwiaKpPg?si=Abj_7-PU9ARUoOUc&t=3632. Action Plan was also presented at June 11th Board of Health meeting and signed by the chair.

PDF: [LOCAL HEALTH ASSESSMENT - HEALTH COLLABORATIVE MEMBERSHIP LIST](#)

PDF: [LOCAL HEALTH ASSESSMENT - FULL HEALTH ASSESSMENT SURVEY](#)

PDF: [FULL LOCAL HEALTH ASSESSMENT WORKSHEET WITH PROMOTIONAL MATERIALS](#)

PDF: [SIGNED RESOLUTION - TOWNSHIP COMMITTEE APPROVAL OF HEALTH ACTION PLAN](#)

PDF: [HILLSBOROUGH LOCAL HEALTH ACTION PLAN SIGNED BOARD OF HEALTH](#)

Tobacco Free Community

5 Points

Program Summary: Smoking in all forms has been banned in all Twp. parks for several years, and it is one of the reasons we are designated as a Playful City USA. The Township has cessation services, including those for youth, promoted on multiple pages on our website. The Hillsborough-Millstone Municipal Alliance is a committee with various groups and individuals appointed by the Township Committee that educates the community on healthy living, specifically in regards to tobacco, nicotine, and other addictions. Cessation services for adults and young adults are promoted on several of their websites. Promotion of the cessation services were also done in liaison reports and on Facebook.

PDF: [ORDINANCE BANNING SMOKING IN ALL PARKS](#)

PDF: [TOBACCO-FREE COMMUNITY SUPPORTING DOCS.](#)

PDF: [TOBACCO-FREE PARKS PRESS RELEASE](#)

PDF: [TOBACCO-FREE PARKS MEMO TO ENFORCING DEPTS.](#)

Healthy Homes Inspection & Training

5 Points

Program Summary: Our Health Department's Deputy Director of Environmental Programs and Registered Environmental Health Specialist (both food inspectors additionally) completed the Healthy Homes for Community Health Workers training provided by the Isles Center for Energy and Environmental Training. The course covered multiple issues the can affect a "healthy home" including mold, cleanliness, pests, lead, ventilation, and energy inefficiency. They also received resources to pass onto home owners, renters, landlords, etc.

PDF: [HEALTHY HOMES TRAINING - RES - DANE](#)

PDF: [HEALTHY HOMES TRAINING - DEPUTY DIRECTOR OF ENVIRONMENTAL HEALTH PROGRAMS, RES - NICK](#)

Removing Lead in Drinking Water

10 Points

Program Summary: The Hillsborough Health Department, along with the Raritan Headwaters, sponsored a well water testing event on October 21st, 2023 for any township resident that wanted to test their potable well water. Flyers and promotional information was released to the public. Interested residents purchased water test kits at a reduced price. There were a variety of test kits available, including lead, with specifications on what should be tested and when. The number of residents that purchased the kits and the results are included in the submitted documents.

PDF: [REMOVING LEAD ACTION - OCTOBER 2023 TESTING EVENT ANNOUNCEMENT/PRESS RELEASE](#)

PDF: [REMOVING LEAD ACTION - LEAD INFORMATION AND CONTACTS](#)

PDF: [REMOVING LEAD ACTION - OCTOBER 2023 TESTING EVENT FLYER](#)

PDF: [REMOVING LEAD ACTION - LEAD TESTING PROGRAM DESCRIPTION](#)

Innovative Projects

Innovative Community Project 1

10 Points

Program Summary: Hillsborough Township has had an on-going commitment to the special-needs autism community from honoring Autism Awareness Month to the following active initiatives: -The Township's Housing Plan Element and Fair Share Plan (Amended March 2023), advocated for the inclusion of a number of special needs projects are included. -The Hillsborough Township Police Department continues to participate in specialized training offered by Parents of Autistic Children (POAC) Autism Services. Additionally, the Police Department's website features a Autism 911 Alert Form to equip first responders with vital insights about an individual with autism needed for an optimal outcome. -Hillsborough Township co-sponsors Family Fun Day at the annual Rotary Fair where adults and children with special needs are provided a private event to enjoy the fair for free and in an atmosphere that is accommodating. -2024 marks over 10 years of collaboration between the Community Assistance Network (C.A.N.) food pantry and the Hillsborough High School Community Work program. Each week, these dedicated students with special needs help Social Services prepare to serve our C.A.N. clients. The students have been flexible performing a variety of tasks from stocking our pantry to sorting donations and preparing bags for holiday distribution. Congratulations to the 2024 graduates and we look forward to continuing our partnership. -Hillsborough Township installed a universal playground for all children at Hillsborough's AVM park installed in 2010 and made ADA improvements in 2022 increasing access. Hillsborough's Planning & Zoning Department crafted a pledge to make a commitment to to include the principles of the Six Feelings Framework in the next master plan revision and reexamination report; in redevelopment and revitalization or economic development plans, and in site plan review and to update our land-use zoning, natural resource protection, and other ordinances accordingly. The Township Committee adopted the pledge on April 30th, 2024. The Master Plan Subcommittee has taken that information and created a draft vision and goals, along with a land use plan element. Adoption of the updated Master Plan is expected in October 2024.

PDF: [DESIGNING FOR AUTISM PLEDGE](#)

PDF: [EXAMPLES: UNIVERSAL PLAYGROUND](#)

PDF: [EXAMPLES: POLICE TRAINING](#)

Land Use & Transportation

Sustainable Land Use Pledge

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Sustainable Land Use Pledge was approved by the Hillsborough Township Committee on April 30th, 2024. Copies of the Land Use Pledge have been sent to the Planning Board, Board of Adjustment, Sustainable Hillsborough Steering Commission, and Environmental Commission.

PDF: [MAY 2024 MEMO - RESOLUTION ADOPTING A SUSTAINABLE LAND USE PLEDGE](#)

PDF: [2024 RESOLUTION ADOPTING A SUSTAINABLE LAND USE PLEDGE](#)

Build-Out Analysis *Retired 12/31/24*

10 Points

Program Summary: The Hillsborough Township Planning Board adopted the Climate Change Hazard-Related Vulnerability Assessment (CCHRVA) on December 14th, 2023. A build-out analysis was conducted as part of the CCHRVA. The entire CCHRVA, including the build-out analysis was presented to the Planning Board at a public meeting. The public hearing begins at the 17th minute. <https://youtu.be/af88UvDjf5o?si=FbcY5dAgjpWgDKOY>

PDF: [CLIMATE CHANGE HAZARD-RELATED VULNERABILITY ASSESSMENT](#)

PDF: [CLIMATE CHANGE HAZARD-RELATED VULNERABILITY ASSESSMENT - SIGNED COVER PAGE](#)

PDF: [CLIMATE CHANGE HAZARD-RELATED VULNERABILITY ASSESSMENT RESOLUTION](#)

Bicycle & Pedestrian Audits

10 Points

Program Summary: Please see attached documents for both the pedestrian and bicycle audits. Hillsborough Engineering Department conducted a bicycle audit several years ago. To update it for a resubmission, the dept. inspectors in May 2023 traversed the areas already covered in the last submission and included new ones. The pedestrian audit was also conducted in May 2023.

PDF: [SUST. JERSEY BICYCLE AUDIT RESUBMISSION DOCUMENT](#)

PDF: [OPPORTUNITIES AND CONSTRAINTS.PDF](#)

Bicycle and/or Pedestrian Improvement Projects

20 Points

Program Summary: Hillsborough has completed an extensive permanent infrastructure project on Amsterdam Drive known as Phase 1 (between Millstone River Road and Vliet Drive), which included sidewalk and roadway improvements (ADA ramps, stormwater inlet upgrades, and extension of a bike lane). Phase 1 of Amsterdam Drive was completed, thanks, in part, to a grant totaling up to \$569,692, with \$470,000 being funded by New Jersey Department of Transportation Local Aid Grant. The Township's Complete Streets Policy contributed to this project to being expanded beyond a routine paving project with the addition of pedestrian and bike improvements. The Township is evaluating the new Sustainable Jersey Complete and Green Streets in 2023.

PDF: [IMPROVEMENT PROJECTS WORKSHEET](#)

PDF: [SAMPLE CONSTRUCTION PLANS](#)

PDF: [PROJECT PHOTOS](#)

Community Design for All Ages

10 Points

Program Summary: On May 14th, the Hillsborough Township Committee adopted a policy resolution to incorporate age-friendly design into all municipal plans. The Township is in the process of updating the master plan to articulate a vision for the future. As New Jersey's population continues to shift to include a greater proportion of older adults, towns like Hillsborough that conscientiously plan for the needs of their aging residents are taking proactive steps to ensure people can comfortably age in place. Concurrent with the master plan update, Hillsborough is working through the Sustainable Jersey Community Design for All Ages Action to develop an age-friendly implementation plan. Adopting a policy to promote age-friendly design with regard to municipal land-use decisions is a first step toward the development of the plan. This plan will identify improvements to make Hillsborough more livable for people as they age. The plan will include an age-friendly land use assessment and a community engagement component to evaluate the extent to which the community meets the needs of older adults. It will result in recommendations for housing, transportation, walkability, and other improvements to include as goals in the master plan. The Master Plan update is anticipated in October 2024. The Hillsborough Township Planning Board and the Planning & Zoning Department are performing the update to the master plan and receiving free technical assistance from New Jersey Future to integrate the master plan update with the completion of the Community Design for Ages Action to earn up to 25 points in the Sustainable Jersey Program. The update is anticipated by October 2024.

PDF: [RESOLUTION ADOPTING POLICY & AGE-FRIENDLY COMMITTEE](#)

PDF: [APPOINTED AGE FRIENDLY COMMITTEE](#)

PDF: [HILLSBOROUGH AF LAND USE ASSESSMENT 8.16.2024.PDF](#)

PDF: [AGE_FRIENDLY_ACTION_SUBMISSION_WORKSHEET_8.16.2024.PDF](#)

Green Infrastructure Planning

20 Points

Program Summary: Hillsborough Township partnered with the Rutgers Water Resources program and had both an impervious coverage assessment and action plan completed in 2015. It has led to implementation of green infrastructure in the community, both public and private.

PDF: [GREEN INFRASTRUCTURE PLANNING TIER 1 IMPERVIOUS COVER ASSESSMENT](#)

PDF: [GREEN INFRASTRUCTURE PLANNING TIER 2 GREEN INFRASTRUCTURE ACTION PLAN](#)

PDF: [GREEN INFRASTRUCTURE PLANNING TIER 3 STRATEGIC PLAN](#)

Green Infrastructure Implementation

10 Points

Program Summary: In 2014, Hillsborough Township embarked on a grant project with Rutgers Cooperative Extension and Stony-Brook Millstone Watershed Association. The result was implementation of three green infrastructure projects (Tier 1). The goal was to introduce innovative green techniques into our environment and address flooding problems that are associated with the Royce Brook which flows through the center of Hillsborough and ultimately the Raritan River. Hillsborough took an innovative approach with the creation of a green infrastructure master plan for the Hillsborough Township Municipal Complex. The master plan goes beyond green infrastructure and incorporates a wide range of amenities such as pollinator gardens and creative placemaking along a new trail. Two rain gardens strategically placed throughout the complex grounds that include trees and shrubs, boulders and drainage stones for erosion control & drainage as well as safe fitness & ecology trails. Additionally, a municipal detention basin located offsite from the municipal complex was retrofitted with trees to reduce the amount of stormwater runoff that travels directly to the low-flow channel and into the stormwater system.

PDF: [GREEN INFRASTRUCTURE IMPLEMENTATION DOCUMENTATION](#)

PDF: [GREEN INFRASTRUCTURE IMPLEMENTATION DOCUMENTATION - MAINTENANCE MANUAL](#)

PDF: [GREEN INFRASTRUCTURE IMPLEMENTATION DOCUMENTATION - MUNICIPAL INNOVATION AWARD](#)

PDF: [GREEN INFRASTRUCTURE IMPLEMENTATION DOCUMENTATION - GOING GREEN: FROM INFRASTRUCTURE TO CULTURE](#)

Smart Workplaces

10 Points

Program Summary: Hillsborough Township received the New Jersey Smart Work Places Silver Level in 2013. Subsequently, the Township received Platinum Level in 2014, 2015, 2016, 2017, 2018 and 2019. Hillsborough Township is the first municipality to be awarded the Platinum Level by RideWise. RideWise suspended the program for 2020. <https://ridewise.org/nj-smart-workplaces/> However, RideWise has still recognized the Township with having achieved Platinum status in 2022. *See attached emails from RideWise in "Smart Workplaces Submission 2023" document*

PDF: [SMART WORKPLACES 2023 SUBMISSION](#)

Local Economies

Buy Local Campaign

10 Points

Program Summary: Shop Hillsborough is not your typical “buy local” campaign. Rather, it is an innovative reward program that promotes local shopping by allowing cardholders to reduce their property tax bill or get a rebate on their purchases from participating businesses. Renters and non-residents who work in Hillsborough also benefit by receiving a rebate when they support businesses in the program. For our local businesses, Shop Hillsborough offers increased exposure, amplified shopper interest, and greater customer retention. The Township continuously strives to optimally promote the Shop Hillsborough program to ensure citizens and businesses alike can benefit from its value. At launch, Shop Hillsborough cards were distributed to all residents through property tax mailings, and Shop Hillsborough brochures are sent annually with tax bills. As commuters travel through Hillsborough, they are welcomed by Shop Hillsborough signs located at participating businesses and all the "Welcome to Hillsborough Township" signs at the key entryways around town. A permanent Shop Hillsborough sign is displayed inside the Peter J. Biondi Municipal Building, where Shop Hillsborough cards are available in the Administration Office. There is also a Shop Hillsborough App available for download at the App Store for Apple devices and the Google Play Store for Android devices, where users can easily find program participants. The program has nearly 1,000 followers on its Facebook page, which encourages patronage at local businesses. Email blasts are sent to all registered cardholders featuring deals of the month and the latest list of participating merchants. For more information, we invite everyone to visit <https://www.hillsborough-nj.org/resident/shop-hillsborough> and click on the Shop Hillsborough image. Hillsborough has received credit continuously as a sustainable jersey action since 2014 and the Township continues to operate the program into 2023. Between May 2022 and April 2023, \$2,232.80 total property tax credits were awarded.

PDF: [DECEMBER 15, 2022 SHOP HILLSBOROUGH - HIGHLIGHTED MERCHANT EMAIL](#)

PDF: [SEPTEMBER 15, 2022 SHOP HILLSBOROUGH EMAIL](#)

PDF: [2023 BUY LOCAL CAMPAIGN RESUBMISSION DOCUMENT](#)

PDF: [SHOP HILLSBOROUGH FULL VENDOR INFORMATION](#)

Support Local Businesses

10 Points

Program Summary: Hillsborough Township maintains an active Business Support Program focused on Category 2 of the Support Local Businesses Action. The Program consists of an Economic & Business and Development Committee, and a full-time Economic & Business Development Office staff, including a Director, an Office Administrator, and an Office Assistant. The Office administers the Hillsborough Business Association, a program that offers free resources, opportunities, and assistance to Hillsborough businesses in promoting and marketing their services to the community. The Township offers a free website with a directory of all

businesses in Hillsborough, special events, and other ways to "experience" the Township: <https://www.hillsborough-nj.org/experience-hillsborough>. The HBA has a page where we post resources for businesses like vacant space, and promotional opportunities: <https://hillsborough-nj.org/resident/hillsborough-business-association>

PDF: [SUPPORT LOCAL BUSINESSES QUAL. ASSESSMENT](#)

PDF: [SUPPORT LOCAL BUSINESSES RESUBMISSION DOCUMENTATION](#)

Natural Resources

Natural Resource Inventory

20 Points

 Bronze Priority  Silver Priority

Program Summary: Hillsborough Township has an existing NRI but it was done in 1975. In 2002, the NRI for the AG (agricultural) and MZ (Mountain) Zones was updated but not the rest of the report. In 2010, Hillsborough updated it's NRI through an ANJEC grant. in 2022, Dr. Francisco of the Sustainable Hillsborough Committee and Dr. Obropta, Chairman of Sustainable Hillsborough and member of the Environmental Commission updated the NRI.

PDF: [UPDATED NRI 2022](#)

PDF: [NRI FIGURES 1](#)

PDF: [NRI FIGURES 2](#)

Environmental Commission

10 Points

Program Summary: Hillsborough Township established the Environmental Commission in 1975. Attached is the ordinance to form the EC and the last annual report from 2023. The EC Ordinance provided is still current. The Environmental Commission met on 5 occasions in 2023, reviewed 7 Planning Board Applications and 2 Board of Adjustment applications. One of the EC members also serves on the Sustainable Hillsborough Steering Committee. While Sustainable Hillsborough and the Sustainability Director are the leads on Sustainable Jersey actions, the EC does assist and leads efforts such as updating the NRI.

PDF: [ENVIRONMENTAL COMMISSION DOCUMENTATION - EC ORDINANCE](#)

PDF: [ENVIRONMENTAL COMMISSION DOCUMENTATION - ANNUAL REPORT 2023](#)

Environmental Commission Site Plan Review

10 Points

Program Summary: The Hillsborough Township Environmental Commission, formed in 1975

actively reviews Applications for Development, including Site Plans. Section 188-28B(3) requires Environmental Commission review. <http://ecode360.com/print/HI0602?guid=10254925> The Environmental Commission met on 5 occasions in 2023, reviewed 7 Planning Board Applications, 5 of which were site plans and 2 Board of Adjustment applications, 1 of which were site plans. The Environmental Commission reviews all major site plan and major subdivision applications. The EC provides a review memo for each application, which includes any impacts to environmental resources, habitats, and endangered species identified. The EC often recommends implementing swales and / or rain gardens. The EC reviews an EIS as submitted with an application. Members of the EC also conduct site-walks throughout the year, as requested by the Chairman. The site-walks include 1-3 EC members at the site, typically with the applicant's engineer. The checklists provided below are current.

PDF: [ENVIRONMENTAL COMMISSION SITE PLAN REVIEW DOCUMENTATION - EC ANNUAL REPORT SHOWING REVIEW OF APPLICATIONS](#)

PDF: [ENVIRONMENTAL COMMISSION SITE PLAN REVIEW DOCUMENTATION - ORD](#)

PDF: [ENVIRONMENTAL COMMISSION SITE PLAN REVIEW DOCUMENTATION - STORMWATER CHECK LIST](#)

PDF: [EC REVIEW MEMO EXAMPLE.PDF](#)

PDF: [ENVIRONMENTAL COMMISSION SITE PLAN REVIEW DOCUMENTATION - GENERAL CHECK LIST](#)

Water Conservation Education Program

10 Points

Program Summary: For the month of April 2022, Hillsborough Township competed in the Wyland Foundation National Mayor's Campaign for Water Conservation. A digital and in-person outreach and education was initiated to spread awareness about the importance to conserve water. Existing Hillsborough water conservation information was used along with the Wyland Foundation's resources. Water information is sent out in Mayor's newsletters, such as drought alerts, tips on reducing water consumption, etc. Information is also readily available on the Sustainable Hillsborough page with links. Attached are two guides that live on the page. At the Green Fair, Rutgers Water Co-op had a live demonstration table with interactive activities for the community to visualize water polluting and runoff.

PDF: [2023 WATER CONSERVATION EDUCATION PROGRAM - WYLAND WATER CHALLENGE 2022](#)

PDF: [SUST. HBORO WEBSITE WATER CONSERVATION GUIDE 2](#)

IMAGE: [SUSTAINABLE HILLSBOROUGH WEBSITE WATER TIPS](#)

PDF: [WATER CONSERVATION EDUCATION - WATER CHALLENGE CHECKLIST](#)

PDF: [WATER CONSERVATION - RUTGERS WATER RUNOFF DEMONSTRATION](#)

Wildlife Interaction Plan

10 Points

Program Summary: On 12/23/2008 the Township Committee adopted a Hunting & Wildlife Management Ordinance, which included forming a Wildlife Management Commission, which meets at public meetings. On 6/14/22 the Wildlife Management Commission presented a plan to the Township Committee at a public meeting which was approved the same day. Information pertaining to the Wildlife Management Commission is available through the following link: <https://www.hillsborough-nj.org/boards/wildlife-management-committee>.

PDF: [WILDLIFE INTERACTION PLAN DOCUMENTATION](#)

PDF: [WILDLIFE INTERACTION PLAN DOCUMENTATION](#)

PDF: [WILDLIFE INTERACTION PLAN DOCUMENTATION/MINUTES](#)

PDF: [WILDLIFE INTERACTION PLAN DOCUMENTATION/RESOLUTION](#)

Easement Inventory & Outreach

10 Points

Program Summary: In 2012, a new residential subdivision was being constructed when it was discovered that a conservation easement, a condition of approval, was disturbed. As new residents occupied the properties, the conservation easement continued to be disturbed despite signage. In the past, there has been residential subdivisions that were required to supply educational materials for residents. However, 30 or more later, new generation of residents are unaware, despite the existence of legal documents. An educational brochure was created and is available to the public at the Municipal Complex, Township website and periodically distributed via the Mayor's Newsletter. In 2016, Hillsborough obtained a Sustainable Jersey Grant and hired the Land Conservancy to inventory and map the conservation easements to create and inspection and enforcement program. <http://www.hillsborough-nj.org/wp-content/uploads/Conservation-Easements-Brochure.pdf>

PDF: [EASEMENT INVENTORY BROCHURE](#)

PDF: [EASEMENT INVENTORY AND OUTREACH DOCUMENTATION - INVENTORY](#)

EXCEL: [EASEMENT INVENTORY FINAL](#)

PDF: [EASEMENT INVENTORY MAP](#)

EXCEL: [EASEMENT INVENTORY AND OUTREACH DOCUMENTATION - INVENTORY](#)

PDF: [EASEMENT INVENTORY PROGRAM PLAN WORKSHEET](#)

Clustering Ordinance

10 Points

Program Summary: In 1998, Hillsborough Township adopted an ordinance to permit planned residential and farmland/open space preservation development option.

PDF: [CLUSTERING ORDINANCE DOCUMENTATION](#)

PDF: [CLUSTERING ORDINANCE DOCUMENTATION](#)

Environmental Assessment Ordinance

10 Points

Program Summary: An Environmental Assessment Ordinance (Environmental Impact Statement) was adopted in 1975 by the Hillsborough Township Committee, requiring all new development to submit an impact statement describing and analyzing all possible direct and indirect effects that the development may have on the site itself as well as the adjacent and noncontiguous areas with particulate reference to the effect of the project on the public safety,

health and welfare, the protection of public and private property and the protection, preservation and enhancement of natural resources.

PDF: [ENVIRONMENTAL ASSESSMENT ORD F](#)

Community Forestry Management Plan & NJUCF Accreditation

20 Points

Program Summary: The Township of Hillsborough's Community Forestry Management Plan for the years 2017-2021 is the third 5-year plan adopted by the Township. The plan is prepared in accordance with the "Guidelines for a Second 5-year Community Forestry Management Plan" as required under the New Jersey Shade Tree and Community Forestry Assistance Act, P.L. 1996, Chapter 135. The plan was approved by the NJ Community Forestry Council on September 14, 2017. Hillsborough Township is NJUCF Accredited for 2021. The 2017-2021 Plan was extended to 2026 by the State.

PDF: [COMMUNITY FORESTRY MANAGEMENT PLAN APPROVAL](#)

PDF: [EXTENSION LETTER](#)

PDF: [COMMUNITY FORESTRY MANAGEMENT PLAN](#)

PDF: [2024 - COMMUNITY FORESTRY MANAGEMENT ACCREDITATION FOR 2023](#)

Tree Hazard Inventory

10 Points

Program Summary: Hillsborough Township's Department of Public Works has an arborist team as part of their staff, and keeps an inventory spreadsheet of all trees removed from Township parks, grounds, and other Municipal land. The past few years has presented a challenge for DPW as there are a large number of Ash trees succumbing to the Emerald Ash Borer. This in itself has increased the number of takedowns to 300+ in 2022 on township owned land and right of ways. Ash trees have accounted for nearly 70% of all trees removed to date.

PDF: [TREE HAZARD SUBMISSION.PDF](#)

PDF: [TREE TRACKER - SHEET1.PDF](#)

Tree Maintenance Programs

10 Points

Program Summary: The Hillsborough Township Tree Maintenance Program involves a combination of in-house trained managers and personnel along with the hiring certified professional contractors. The program addresses Safety- Hazardous tree identification and removal as needed and Maintenance - Pruning/Shaping for future growth which is an ongoing process. The past few years has presented a challenge for DPW as there are a large number of Ash trees succumbing to the Emerald Ash Borer. This in itself has increased the number of take downs to 300+ in 2022 on township owned land and right of ways. Ash trees have accounted for

nearly 70% of all trees removed to date. We have put extra funds and manpower to address these safety issues.

PDF: [TREE MAINTENANCE PROGRAMS DOCUMENTATION](#)

Tree Planting Programs

10 Points

Program Summary: The Tree planting program in Hillsborough Township is one that combines the aspects and goals of the Community Forestry Plan with our own assessments on what trees we have lost due to storms, invasive pests, diseases, etc. Hillsborough Township has worked for many years with the New Jersey Tree Recovery campaign. The campaign is a partnership between the Arbor Day Foundation and the New Jersey State Forestry Service where trees are donated to participating towns. Our Public Works Dept. holds a "free tree day" at a local park where they give out free tree saplings and information on where and how to plant them. *All planting locations are on the residents' property, which is stated in the "Tree Planting Programs PLANTING LOCATIONS" document. All labor is done by the residents as volunteers.*

WORD: [2022 TREE RECOVERY REGISTRATION SCREEN SHOTS ON COMMUNITY PASS.DOCX](#)

PDF: [MAY RESUBMISSION - TREE PLANTING PROGRAMS PLANTING LOCATIONS](#)

PDF: [SPECIES OF TREES FROM FORRESTARTY 2022.PDF](#)

PDF: [2022 TREE PLANTING PROGRAM REPORT](#)

PDF: [PLANTING INSTRUCTIONS \(1\).PDF](#)

Operations & Maintenance

Green Maintenance Equipment & Materials

10 Points

Program Summary: The Hillsborough Township Parks Department maintains all parks and municipal-owned land in the Township. They use a variety of equipment, vehicles, etc. to do so. In the past, the Department utilized gas-powered equipment such as chainsaws and hedge trimmers. In 2022, the Department purchased multiple electric and battery-operated machines. With previous models, it was costly, inefficient, and all around unsustainable to operate and maintain the equipment. The new equipment purchased is powered by rechargeable batteries. They do not emit harmful gases or leak any potentially toxic fuel while in operation. The batteries are longer-lasting and are more efficient than purchasing fuel/gas for the machinery. The Department purchased electric models of the following machinery: pole saws, hedge trimmers, and chainsaws. They also purchased batteries for them. Electric models of the equipment purchased are lighter, quieter, cheaper, and require no handling of any potentially hazardous materials. All products and their maintenance requirements will be easier, less costly, and more sustainable over time.

PDF: [GREEN MAINTENANCE EQUIPMENT AND MATERIALS RECEIPTS](#)

Recycled Copy Paper

15 Points

Program Summary: For the time period from February 2023 to January 2024, the Township achieved 100% recycled paper ordering rate for all paper. All 125 boxes of paper purchased were 30% post consumer recycled content. Previously, the Township achieved 97.5% recycled paper ordering rate for all paper, with 156 of 160 cases of paper ordered being 30% post consumer recycled content.

PDF: [RECYCLED PAPER DOCUMENTATION - PICTURES](#)

PDF: [RECYCLED COPY PAPER - 2023-2024 PAPER PURCHASES SPREADSHEET](#)

Green Grounds & Maintenance Policy

10 Points

Program Summary: The Hillsborough Grounds and Maintenance Policy was adopted by the Township Committee on Nov. 10th, 2020, and it focuses on the areas of efficient landscape design, minimize water consumption, recycled materials/composting, and integrated pest management. While the majority of the polices were already in place by both the Parks Department and Department of Public Works, the formal adoption of the policy gave those divisions an opportunity to celebrate their existing best practices and to consider new opportunities to expand them. Hillsborough operates a recycled material and composting initiative through the Annual Clean Up Drop Off Program. New areas of the policy include aligning pest management and ground care operations with the Township's commitment to promote and protect pollinator habitats. The adopted policy was distributed to all Department Heads and can be found on www.sustainablehillsborough.com. The program is still active in Hillsborough Township as of 2023. All information is on the Township website: <https://hillsborough-nj.org/public-works-page-list/260-annual-clean-up-drop-off-program>

PDF: [HILLSBOROUGH GROUNDS AND MAINTENANCE POLICY - RESOLUTION](#)

PDF: [HILLSBOROUGH GROUNDS AND MAINTENANCE POLICY - DOCUMENTATION](#)

PDF: [MEMO GREEN GROUNDS & MAINTENANCE POLICY_2023.PDF](#)

Public Information & Engagement

Municipal Communications Strategy

10 Points

Program Summary: The Improve Public Engagement Checklist was completed by the Township Clerk, Public Information Officer, and Deputy Clerk. For the rules on citizen input at Township Committee meeting, please go to: <https://www.hillsborough-nj.org/clerk-page-list/921-a-guide-to-public-participation-at-township-committee-meetings> The Township's social media pages and

newsletters are updated/released regularly. Community members are very engaged with the Township in a variety of ways, including on social media and in-person at Township Committee meetings.

PDF: [2024 MUNICIPAL COMMUNICATIONS STRATEGY CHECKLIST - UPDATED ACCESS](#)

Improve Public Engagement in Municipal Government

15 Points

Program Summary: The Improve Public Engagement Checklist was completed by the Township Clerk. Since the last submittal, the Township has implemented further ways to engage citizens, including forms available online and in-person for our regular "Ask the Mayor" sessions. Community members submit questions to the Mayor, and he answers the most asked ones each week in videos posted on Facebook, promoted at Township Committee meetings, and put into the Township e-news. Rules on citizen input can be found in multiple places: <https://hillsborough-nj.org/government/mayor> and <https://hillsborough-nj.org/departments/clerk>

PDF: [DRAFT TOWNSHIP COMMITTEE AGENDA - JANUARY 2024](#)

PDF: [2024 - IMPROVE PUBLIC ENGAGEMENT IN MUNICIPAL GOVERNMENT CHECKLIST](#)

Improve Public Engagement in Planning and Zoning

10 Points

Program Summary: To improve Hillsborough Township's public engagement in Planning and Zoning, the Township has engaged in several methods for public access. Since 2013, the Township partnered with E-Code360 to provide an interface used to upload electronic versions of the Township's Ordinances, annual meeting schedules, agendas, and minutes for the Planning Board, and Board of Adjustment to a central access point. This information can be quickly accessed online through a link on the Township Website. In 2014, the Township started video recording meetings of the Township's Planning Board, which are now uploaded to Youtube. A link to this feature is also available on the Township's webpage. Recently the Township has posted on the webpage and provided handouts of a guide to Planning Board and Board of Adjustment meetings, to encourage public participation for the Planning and Zoning Board meetings. The guide informs the public what aspects a board can consider, and identifies the portions during a meeting when public comment is recognized. In providing these items the public has become more informed of submitted development applications that could be affecting their neighborhood, property, or business. We have had much less in-person interaction with the public requesting to review applications, due to the availability of the virtual application / meeting packets. With the posting of procedures for public comment, we hope that this will further encourage the public to attend meetings and present their questions and comments to the Board. Additionally, the videos for each Planning Board meeting are now also posted in CivicClerk under the meeting dates for more direct access (also available from the meeting videos page) – ACCESS: hillsborough-nj.org – select Government – select Meeting Documents – select the board and meeting date of interest – pull-downs are to the right of the meeting dates.

IMAGE: [IMPROVING PUBLIC ENGAGEMENT IN PLANNING & ZONING - SCREENSHOT OF PUBLIC INPUT GUIDE](#)

PDF: [IMPROVE PUBLIC ENGAGEMENT IN PLANNING AND ZONING DOCUMENTATION - CHECKLIST](#)

Online Municipal Public Service Systems

15 Points

Program Summary: Hillsborough Township chose the SDL Enterprise License for municipal management throughout the municipality. With the Enterprise License, Hillsborough has access to all platforms of the SDL Municipal Management Software, including SDL Desktop, SDL Portal, SDL Mobile and SDL Citizen. Hillsborough launched the SDL software within a number of departments throughout the municipality, including the Building, Land Use, Engineering and Health offices. Access to information, maps, permits, tracking, etc. is available to the public for free. Portal Access Link: <https://www.sdlportal.com/towns/nj/somerset/hillsboroughtwp>

PDF: [2024 ONLINE MUNICIPAL PUBLIC SERVICE SYSTEMS PORTAL EXAMPLES](#)

PDF: [2024 ONLINE MUNICIPAL PUBLIC SERVICE SYSTEMS CHECKLIST](#)

Digitizing Public Information

10 Points

Program Summary: Hillsborough Township has been digitizing information using a variety of tools and databases. Information is easier to find as we go through bigger changes on our website. Links to resources can be found on multiple pages and applications, forms, etc. are all available digitally.

PDF: [2023 DIGITIZING PUBLIC INFORMATION CHECKLIST](#)

Open Data Inventory & Management

15 Points

Program Summary: The Open Data Policy was established with the adoption of 2023-07 Ordinance Amending Chapter 237 "Records, Public" of the Code of the Township of Hillsborough, Somerset County, New Jersey, to Adopt and Codify an Open Data Policy: <https://ecode360.com/10259529>. The policy has its own webpage <https://www.hillsborough-nj.org/government/open-dat-portal> with instructions and diagrams on how to utilize the policy. Ordinance was introduced May 9th, 2023, public hearing and comment held June 13th, 2023, adopted July 18th, 2023.

PDF: [OPEN DATA INVENTORY & MANAGEMENT ORDINANCE](#)

PDF: [OPEN DATA INVENTORY & MANAGEMENT CHECKLIST](#)

Waste Management

Prescription Drug Safety & Disposal

10 Points

 Bronze Priority  Silver Priority

Program Summary: The Hillsborough Township Police Department participates with the NJ Division of Consumer Affairs Project Medicine Drop, a prescription drug safety and disposal program. A permanent drop-off location area was established in October 2012. It is located in Hillsborough Township Police Department lobby. Hillsborough Township's Project Medicine Drop is featured on the Hillsborough Police Department Webpage. Since its inception in 2012, the box has collected 4,551 pounds of prescription drugs. In 2022, two outreach events were held on April 30 and October 22 at the drop box's location. The information for the drop box is featured in several editions of our Mayor's eNewsletter (see Feb 1, 2023 attachment example).

PDF: [2023 PRESCRIPTION DRUG SAFETY AND DISPOSAL SJ SUBMISSION](#)

PDF: [2023 FEBRUARY E-NEWS FEATURE - PRESCRIPTION DRUG DROP-OFF](#)

Grass - Cut It and Leave It Program

5 Points

Program Summary: The Sustainable Hillsborough Steering Committee developed a Cut It & Leave It Guide and Information Boards in 2015. The brochure is featured on the Township website and is an active campaign that can be found on <https://www.hillsborough-nj.org/boards/green-team> at the bottom of the page. The program is typically promoted in the Spring/Summer at Township Committee meetings, in the Mayor's eNews, and on the Township Facebook page.

PDF: [2024 SJ SUBMISSION DOCUMENTS - GRASS - CUT IT AND LEAVE IT PROGRAM](#)

PDF: [GRASS - CUT IT AND LEAVE IT PROGRAM DOCUMENTATION - HILLSBOROUGH GUIDE](#)

Materials Reuse Program

10 Points

Program Summary: The Parks & Recreation Department developed a material reuse program associated with their Halloween events. The Department operates an extensive recreation program and identified an opportunity to not only reduce waste, but to reduce the cost of parents ordering new costumes every year for their children, especially ones they may outgrow or not choose to wear the next year. They created a Halloween Costume exchange program to address this opportunity. In 2022, the Parks & Recreation Department collected close to 320 costumes and accessories between October 3rd and October 6th. During the costume pick-up dates on October 7th & 8th, we distributed hundreds of costumes to residents. Additionally, we collected another 50-60 costumer after Halloween between Nov. 1st - 4th. In keeping with our reuse program and sustainability efforts, we packed away any unused costumes to be distributed again next year to residents.

PDF: [MATERIALS REUSE PROGRAM - DOCUMENTATION](#)

PDF: [MATERIALS REUSE PROGRAM, PHOTOS, AND FLYERS](#)

Waste Audit of Municipal Buildings or Schools

10 Points

Program Summary: Hillsborough Township with the Assistance of a Rutgers Environmental Steward and volunteers conducted a full waste audit of the Hillsborough Municipal Complex in August 2019. The Peter J. Biondi Building is a bustling public building hosting a variety of public meetings and events and where a majority of the Township offices are located including the Library and the Police Department. The result on average for garbage was 1.8 low contamination and the result for recycling was 1.7 also a low contamination rate. Recommendations that came from the audit was tandem waste and recycling containers are needed along with the proper dual stream recycling. Education and signage is needed as well. The new Recycling Coordinator has played a key role in the process and will be implementing the recommendations next.

PDF: [WASTE AUDIT OF MUNICIPAL BUILDINGS - PLAN](#)

PDF: [WASTE AUDIT OF MUNICIPAL BUILDINGS - AUDIT DATA](#)